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28 MAR 1961

MEMORANDUM FOR: Chief, Budget Division
Chief, Finance Division
Chief, Automatic Data Processing Division
Chief, Financial Management Improvement

SUBJECT : Semi-Annual Report to the President's Board of Consultants

1. Subject report for the period 1 October 1960 to 31 March 1961 is due in the Office of the Special Planning Assistant to the Deputy Director (Support) by 5 April 1961.

2. In order that a consolidated report may be made for the Comptroller's Office it is requested that your submission for the report be forwarded to the undersigned no later than 3 April 1961.

3. Copies of your submissions for prior periods are available in the Comptroller's Office for reference purposes.


Assistant Comptroller

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